

**Safety Attribute Inspection (SAI) Data Collection Tool  
1.3.21 Parts Pooling (AW)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of This Element** (Certificate Holder's responsibility):

- To administer the Parts Pool Agreements by ensuring that parts pooling activities are conducted as specified in the Certificate Holder's manual and Operations Specifications Paragraph D081.

**Objective** (FAA oversight responsibility):

- To determine if the Certificate Holder's Parts Pooling process meets all applicable Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Parts Pooling process incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Parts Pooling process.

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  - 119.43(b)
  - 119.43(b)(1)
  - 119.43(b)(2)
  - 119.43(c)
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.361(b)
  - D081
  - D081(a)
  - D081(b)
  - D081(c)

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:
  - 119.49(a)(12)
- FAA Policy/Guidance:

FAA Order 8300.10, Volume 2, Chapter 3  
FAA Order 8300.10, Volume 2, Chapter 82  
FAA Order 8300.10, Volume 2, Chapter 87

**SAI SECTION 1 – PROCEDURES ATTRIBUTE**

**Objective:** Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Parts Pooling process.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Parts Pooling process.

**Questions**

To meet this objective, the inspector must answer the following questions:

- 1 Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Parts Pooling process:
  - 1.1 Does the Certificate Holder's manual contain general policies for the Parts Pooling process that comply with the specific regulatory requirements?  
SRRs: 121.135(b)(1); 121.361(b); D081
 

☐ Yes  
☐ No, Explain

*Related Design JTIs:*

    - Check that the Certificate Holder's manual system includes a policy that only the parts pool participants listed in the D081 Operation Specifications table, shall be eligible to provide parts to the Certificate Holder.  
*Sources:* D081(a); D081(c)  
*Interfaces:* 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op
    - Check that the Certificate Holder's manual system a policy that they shall not use any part provided by any participant identified in their D081 Operation Specifications table unless that part complies with applicable provisions of the Federal Aviation Regulations and the Certificate Holder's manual.  
*Sources:* D081(b); D081(c)  
*Interfaces:* 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op
    - Check that the Certificate Holder's manual system includes the D081 Operation Specifications parts pool agreements related policies.  
*Sources:* D081(c)  
*Interfaces:* 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op

<ul style="list-style-type: none"> <li>• Check that the Certificate Holder's manual system includes a policy that the Administrator may amend its operations specifications to permit deviation from those provisions of 14 CFR part 121 subpart L that would prevent the return to service of airframe components, powerplants, appliances, and spare parts thereof because those items have been maintained, altered, or inspected by persons employed outside the United States who do not hold U.S. airman certificates.</li> </ul> <p><i>Sources:</i> 121.361(b); D081(c)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</p>	
<p>1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?</p> <p>SRRs: 121.135(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Parts Pooling process?</p> <p>SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Parts Pooling process?</p> <p>SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5 Does the Certificate Holder state in its manual that Parts Pooling agreements are subject to the following conditions and limitations:</p> <p>SRRs: D081(a); D081(b)</p>	
<p>1.5.1 Only the parts pool participants listed in table 1 of the D081 operations specifications shall be eligible to provide parts to the Certificate Holder?</p> <p>SRRs: D081(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.2 The Certificate Holder shall not use any part provided by any participant identified in table 1 of the D081 operations specification unless that part complies with applicable provisions of the Federal Aviation Regulations and the Certificate Holder's manual?</p> <p>SRRs: D081(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Does the Certificate Holder's manual include:</p> <p>SRRs: D081(c)</p>	
<p>1.6.1 Administration of D081 listed Parts Pooling agreements?</p> <p>SRRs: D081(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check that the Certificate Holder's manual system includes Administration of the D081 Operation Specifications parts pool agreements.</li> </ul> <p><i>Sources:</i> D081(c)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.2 Related policies and maintenance procedures, including those procedures pertaining to the control over subsequent revisions of maintenance data by the foreign air carrier?</p> <p>SRRs: D081(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check that the Certificate Holder's manual system includes related maintenance procedures for the D081 Operation Specifications parts pool</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>agreements.  <i>Sources:</i> D081(c)  <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</p> <ul style="list-style-type: none"> <li>• Check that the Certificate Holder's manual system includes procedures pertaining to the control over subsequent revisions of maintenance data by the foreign air carriers, the D081 Operation Specifications parts pool agreements.</li> </ul> <p><i>Sources:</i> D081(c)  <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</p>	
<p>1.7 Does the Certificate Holder's manual include instructions and information necessary for personnel to accomplish the following for airframe components, powerplants, appliances, and spare parts which have been maintained, altered, or inspected by persons employed outside of the United States who do not hold U.S. airman certificates:  SRRs: 121.135(a)(1); 121.361(b)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check that the Certificate Holder's manual system includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities of approving for return to service airframe components, powerplants, appliances, and spare parts thereof, that have been maintained, altered, or inspected by persons employed outside the United States who do not hold U.S. airman certificates.</li> </ul> <p><i>Sources:</i> 121.361(b); 121.379(b); 121.135(a)(1)  <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</p>	
<p>1.7.1 Return to service and use these parts?  SRRs: 121.361(b)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check that the Certificate Holder's manual system includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities of approving for return to service airframe components, powerplants, appliances, and spare parts thereof, that have been maintained, altered, or inspected by persons employed outside the United States who do not hold U.S. airman certificates.</li> </ul> <p><i>Sources:</i> 121.361(b); 121.379(b); 121.135(a)(1)  <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7.2 Provide for surveillance of facilities and practices to ensure that all work performed on these parts is accomplished in accordance with the Certificate Holder's manual?  SRRs: 121.361(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8 Does the Certificate Holder's manual contain the required references to, or excerpts from, operations specification paragraph D081?  SRRs: 119.43(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9 If the Certificate Holder's manual includes excerpts from its operations specification(s), are the excerpts clearly identified as part of the operations specification(s)?  SRRs: 119.43(b)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.10 Does the Certificate Holder's manual require compliance with operations specification paragraph D081? SRRs: 119.43(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11 Does the Certificate Holder's manual contain a method for keeping all persons engaged in its operations informed of the provisions of operations specification paragraph D081? SRRs: 119.43(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.12 Does the Certificate Holder's Parts Pooling process comply with the related requirements of 14 CFR Section 119.49? Related CFRs: 119.49(a)(12)  <i>Related Design JTIs:</i> <ul style="list-style-type: none"> <li>• Check that the manual system of the Certificate Holder conducting domestic, flag, or commuter operations contains instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities to obtain operations specifications containing authorized deviations and exemptions granted from any requirement of 14 CFR.  <i>Sources:</i> 119.49(a)(12); 121.135(a)(1)  <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</li> <li>• Check that the manual system of the Certificate Holder conducting supplemental operations contains instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities to obtain operations specifications containing authorized deviations and exemptions granted from any requirement of 14 CFR.  <i>Sources:</i> 119.49(b)(12); 121.135(a)(1)  <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.3-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.13 Does the Certificate Holder's Part Pooling process comply with the guidance contained in FAA Order 8300.10?  <i>Related Design JTIs:</i> <ul style="list-style-type: none"> <li>• Check that the Certificate Holders manual system contains instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities that the Parts Pool Agreement Authorization applies only to FAR Part 121 operators operating outside the U.S.  <i>Sources:</i> FAA Order 8300.10, Vol. 2, Chap. 87, Sec. 1,; Paragraph 7 B. (2). 121.135(a)(1)  <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.3.1-aw; 1.3.10-aw; 1.3.11-aw; 1.3.15-aw; 1.3.19-aw; 1.3.3-aw; 1.3.4-aw; 1.3.7-aw; 2.1.1-aw; 2.1.1-op</li> <li>• Check that the Certificate Holders manual system contains instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities that the Parts Pool Agreement Authorization that all U.S. participants in the pool must amend their operations specifications to reflect the changes of new participants or locations.  <i>Sources:</i> FAA Order 8300.10, Volume 2, Chapter 87, Section 1, Paragraph 7 B (2). 121.135(a)(1)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p><i>Interfaces:</i> 1.1.1–aw; 1.2.1–aw; 1.3.1–aw; 1.3.10–aw; 1.3.11–aw; 1.3.15–aw; 1.3.19–aw; 1.3.3–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 2.1.1–op</p> <ul style="list-style-type: none"> <li>• Check that the Certificate Holder's manual system contains procedures to inspect the foreign facility participant identified on the Ops Specs, at least biennial, to ensure conformity to the Certificate Holder's manual in supplying the required parts. <i>Sources:</i> 8300.10, Volume 2, Chapter 87, Section 2, Paragraph 5(A) <i>Interfaces:</i> 1.1.1–aw; 1.2.1–aw; 1.3.1–aw; 1.3.10–aw; 1.3.11–aw; 1.3.15–aw; 1.3.19–aw; 1.3.3–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 2.1.1–op</li> <li>• Check that the Certificate Holder's manual system for Parts Pool Authorization includes the inclusion of, or reference to, the foreign facilities' maintenance programs. <i>Sources:</i> 8300.10, Volume 2, Chapter 87, Section 2, Paragraph 5(A) (3) <i>Interfaces:</i> 1.1.1–aw; 1.2.1–aw; 1.3.1–aw; 1.3.10–aw; 1.3.11–aw; 1.3.15–aw; 1.3.19–aw; 1.3.3–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 2.1.1–op</li> <li>• Check that the Certificate Holder's manual system for Parts Pool Authorization ensure that the existing maintenance/inspection program has procedures for the identification of all components used in the lower minimum systems in the existing parts pool. <i>Sources:</i> Order 8300.10, Volume 2, Chapter 3, Section 2, Paragraph B (5) <i>Interfaces:</i> 1.1.1–aw; 1.2.1–aw; 1.3.1–aw; 1.3.10–aw; 1.3.11–aw; 1.3.15–aw; 1.3.19–aw; 1.3.3–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 2.1.1–op</li> <li>• Check that the Certificate Holder's manual system contains instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities that a package be submitted that includes extended range parts control to ensure that the precise parts required by type design criteria are utilized to maintain the integrity of the systems that are unique to extended range operations must consider verification of parts placed on aircraft through parts pooling agreements. <i>Sources:</i> Order 8300.10, Volume 2, Chapter 82, Section1, Paragraph 5 (2) (i) 121.135(a)(1) <i>Interfaces:</i> 1.1.1–aw; 1.2.1–aw; 1.3.1–aw; 1.3.10–aw; 1.3.11–aw; 1.3.15–aw; 1.3.19–aw; 1.3.3–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 2.1.1–op</li> </ul>	
<p>1.14 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain  <input type="checkbox"/> Not Applicable</p>

<b>SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu</b>
1. No procedures, policy, instructions or information specified.
2. Procedures or instructions and information do not identify (who, what, when, where, how).
3. Procedures, policy or instructions and information do not comply with CFR.
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6. Procedures, policy or instructions and information unclear or incomplete.
7. Documentation quality (e.g., unreadable or illegible).
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).
11. Other.



**SAI SECTION 2 – CONTROLS ATTRIBUTE**

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

2 Are the following controls built into the Parts Pooling process:	
2.1 Is there a control in place to ensure that training is provided to personnel performing the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2 Is there a control in place to ensure that only Parts Pool participants listed in Paragraph D081 of the Certificate Holder's operations specification are used to provide parts to the Certificate Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3 Is there a control in place to ensure that no part provided by a Parts Pool participant is used unless that part complies with the applicable provisions of the Federal Aviation Regulations and the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.4 Is there a control in place to ensure that the Parts Pooling process is properly administered?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.5 Is there a control in place to ensure that all work performed by persons employed outside the United States who do not hold a U.S. airman certificate is accomplished in accordance with the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.6 Is there a control in place to ensure that the Certificate Holder provides for the surveillance of facilities and practices to ensure that all work performed is accomplished in accordance with the requirements of the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.7 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu</b>
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

**SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE**

**Objective:** Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

- 3 Does the Certificate Holder's Parts Pooling process include the following process measurements:
 

3.1 Process measurements that would reveal if training was provided to personnel performing the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal if anyone other than Parts Pool participants listed in Paragraph D081 of the Certificate Holder's operations specification was used to provide parts to the Certificate Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal if any parts provided by a Parts Pool participant and used by the Certificate Holder failed to comply with the applicable provisions of the Federal Aviation Regulations and the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal if the Parts Pooling process was not properly administered?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal if persons employed outside the United States who do not hold a U.S. airman certificate failed to accomplish the work in accordance with the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal if the Certificate Holder failed to provide for the surveillance of facilities and practices to ensure that all work performed was accomplished in accordance with the requirements of the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.7 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.8 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu</b>	
1. No process measurements specified.	
2. Documentation for the process measurements does not identify (who, what, when, where, how).	
3. Inability to identify negative findings.	
4. No provisions for implementing corrective actions.	
5. Ineffective follow-up to determine effectiveness of corrective actions.	
6. Resources requirements (personnel, facilities, equipment, technical data).	
7. Other.	

**SAI SECTION 4 – INTERFACES ATTRIBUTE**

**Objective:** Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Parts Pooling process that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- |  |  |
|--|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Parts Pooling process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.3 List any additional interfaces identified during the accomplishment of this SAI.   |  |

<b>SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu</b>
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

**SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE**

**Objective:** The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Parts Pooling process.
- 2 Identify the person who has overall authority for the Parts Pooling process.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

**Questions**

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attribute addressed in the Parts Pooling process:

5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
5.3 Does the Certificate Holder's manual include the duties & responsibilities of those who manage work required by the Parts Pooling process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Parts Pooling process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Parts Pooling process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



<b>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY ATTRIBUTE –Drop Down Menu</b>
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.